

DRAFT

SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, February 9, 2022.

This meeting is face-to-face at the Suttons Bay / Bingham Fire and Rescue Authority meeting room at 201 N. St Mary's Avenue in Suttons Bay. Due to continuing concerns about Covid transmission there will be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Anyone manifesting any COVID symptoms is prohibited from attending.

PRELIMINARY AGENDA

CALL TO ORDER:

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda

REPORTS:

- Treasurer
- Planning & Zoning
- Fire Authority
- Parks & Recreation
- Facilities

OLD BUSINESS:

1. Approval of the Minutes: Previous Meetings
2. Payment of the Bills
3. Discussion Re: Recreation Committee-Future Direction
- 4.
- 5.

NEW BUSINESS:

1. Compensation Increase: Jessi Fox for Ice Rink duties
2. Annual Salary reviews / Resolutions: All Elected Officials
3. Ice rink/Gosling Czubak quote (Graham Greene Park)

PUBLIC COMMENT / BOARD MEMBER COMMENTS / ADJOURNMENT

DRAFT MINUTES
SUTTONS BAY TOWNSHIP
REGULAR MEETING – JANUARY 12, 2022

This meeting is being held face to face at the Suttons Bay-Bingham Fire and Rescue Authority meeting room at 201 N. St. Mary's Avenue in Suttons Bay, Michigan. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Others should use their own judgment as to mask wearing

CALL TO ORDER – REGULAR MEETING

Rich Bahle called the meeting to order at 5:15 p.m. at the Suttons Bay-Bingham Fire and Rescue Authority Meeting Room, 201 N. St. Mary's Avenue, Suttons Bay, MI.

ROLL CALL - Quorum Present

Present: Rich Bahle, Sandy VanHuystee, Dorothy Petroskey, Tom Nixon

Absent and excused: Debbie Slocombe

Zoom: Marge Johnson, Deb Palms, Ann Rogers, Eric Carlson, Gary Hoensheid

APPROVAL OF THE AGENDA

Rich Bahle/moved, Sandy VanHuystee/supported, to approve the agenda as submitted, passed.

PUBLIC COMMENT

Gary Hoensheid, understands the Parks & Rec Comm is being disbanded. From the board I am saddened to say that I was not notified of this. I just happened to find out about it. My wife and I seek no fame and glory. We have donated \$250,000 to Herman Park. Others have donated substantial money to Herman Park. For not to be notified of a change this dramatically, is an insult. We have saved the township residents lots of money, and I find it as an insult. I thought it may be done because certain people are out of town. I will comment at the end of your Board meeting.

Rich Bahle said to clarify things, when it was suggested that the Parks & Rec Committee be included on this agenda, spoke to Tom, because Debbie could not be present, that we should not discuss that. It warrants having all of the members of the Board present for that, not because she has been a key individual with regards to the Parks & Rec Committee. It would be wrong. I suggest that we table that discussion until all of the members of the Board are present. Thank you Gary.

Rich Bahle reported on a webinar he saw regarding COVID impact.

- Described what the funds can be used for.
- Reporting requirements abbreviated.
- Public should be informed there is a requirement from the State regarding what are considered legitimate township expenditures
- Emphasized cannot make donations.
- Check with auditor and attorney if any questions.
- No question about making improvements at the township hall or park improvements.

REPORTS:

- **Treasurer** - As presented
- **Planning & Zoning** - As presented.
- **Fire Authority** - Dorothy Petroskey appointed as President.
- **Parks & Rec** - Bill Drozdalski - Agreement between Village and Township needs to be updated. Prepared preliminary budget. Discussion about the well and proposals for campsites at Graham Greene Park, and working with individuals to maintain the parks. Permission given to mow the Tart Trail for at least another year.
- **Facilities**- Tom Nixon said with the wall down in the township offices, looking at 60% more conference and meeting room space. Need to make a decision about the type of door to be installed which will meet the requirements of the Clerk. Most of the electrical costs and heating changes have been eliminated.

OLD BUSINESS

1. Approval of the Minutes: December 8, 15 & 30, 2021

Correction to December 8 Minutes - 3rd pg. - potential contamination - Herman Park - last name Bohan.

Tom Nixon/moved, Dorothy Petroskey/suported, to approve the December 8, 2021 Minutes as corrected, the December 15 and December 30 Minutes as presented, PASSED.

2. Payment of Bills.

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to pay the bills in the amount of \$31,316.84 as presented, PASSED.

3. Herman Park Rules

Rich Bahle/moved, Tom Nixon/supported, to adopt the Herman Park Rules Reservation Form as revised 1-12-2022, that the applicant has to pay for additional trash pickup, PASSED.

NEW BUSINESS

1. Review Compensation Rates for Election Workers, Board of Review

Members, and Steve Patmore for assisting with zoom meetings.

Rich Bahle/moved, Sandy VanHuystee/supported, to adopt a new Compensation Schedule as presented by Sandy VanHustee for Election Workers and Board of Review, PASSED.

Rich Bahle/moved, Sandy VanHuystee/supported, to compensate Steve Patmore \$50.00 per meeting for assisting the Township Board with zoom meetings, PASSED.

3. Discussion and decision on Parks/Recreation Committee

Rich Bahle said as I discussed in response to Gary Hoensheids public comments, I think it is only fair that we wait for Debbie Slocombe.

Rich Bahle/moved, to table any discussion on Parks and Recreation, rule changes or anything that would involve Parks & Rec until we have a full Board present.

Dorothy Petroskey/supported, that we will have discussion because there are a lot of things that need to be talked about, don't want to table the discussion.

Tom Nixon said he would support having a discussion.

Rich Bahle said he would withdraw his motion. Because of Debbie's involvement with this for many years, that it would be beyond unfortunate to discuss it without her present.

Tom Nixon said we did offer guidance thru the adoption of some bylaws several months ago providing clarify of understanding of what the role of that committee was in a manner in which they were to conduct affairs on our behalf. That was met with resistance. At the last Board meeting we were faced with individual committee members indicating they were going to take a leave of absence from the Committee until the matters were resolved that they felt passionate about. With those two events particularly, I think it warrants that we disband the structure because it isn't working and adopt a different structure. Committees are the option of the parent body to seek assistance beyond the body itself or to give information and advice to more parties. It allows a board to function thru their committee to resolve matters that they wouldn't themselves choose to resolve.

Tom Nixon submitted documents with regard to the creation of a Parks & Recreation Board which he said would bring the Board closer to Park and Rec decision making. Creation of a Parks & Recreation Board which would provide more immediate advice and direction to our Park Supervisor which we would consider renaming Superintendent. Rich is the Township Supervisor and Bill Drozdalski is the Parks & Rec Supervisor. Under the new rules Bill would be Park Superintendent. The activities of the Board would

be directly giving advice and direction to Bill, to the Park Superintendent in a more immediate fashion because we would be structuring it so the meetings would be held more frequently at least twice a month and more if that body would choose to meet, or less if that body didn't feel the need to, but basically setting up a situation where people could work closer together. The group could be smaller, but number 5 is not in concrete. It does bring the Park Superintendent and assistant together with two Board members and one another perspective, maybe we need more than one of those. They would be a member of the community who is interested in youth. They would provide advice to Bill and cannot make decisions that supersede what the Board would make and yet would be empowered by the bylaws to recommend to us as a Board when they meet or would prefer to have a broader public segment about issues. Ad hoc committees are charged with a specific task and when that task is completed, it would dissolve and another committee may be appointed. There may 2 or 3 ad hoc committees formed which could do public surveys and public forums. An ad hoc committee is involved with the ice rink. We expect next year's budget to reflect some major changes for the ice rink. I don't often disagree with our supervisor, but with this matter I would support dissolving the current Parks & Recreation Committee and adopting bylaws for the establishment of a Parks & Rec Board.

Dorothy Petroskey said last month I wasn't aware there were issues with the makeup of Parks & Rec. Committee members were taking a leave of absence and there was no longer a quorum for meetings. I had no idea that Debbie was going to be gone until this meeting. We no longer have a Parks & Rec Committee that is going to be able to function. We are pretty much forced to do something different.

Rich Bahle said a few people in the community who like to work on these activities I think, are ignoring the personality issues that put us in this position. There was a lack of oversight. Changing the name of whatever that group is really doesn't address the dynamics that made it all happen, and so if the personalities are the same, we get the same result. Doing away with the Rec Committee without recognizing what brought us to this point, to just call it a board as opposed to a committee, we absolutely want to make it clear what this Board expects. The Board and Rec Committee are advisory. What we were talking about at last month's meeting was universal displeasure with what was going on, and the idea that we might somehow bring those individuals to the Rec Committee without calling it something different is not realistic.

Tom Nixon said I am talking about 2 members of the Board, 2 members from the park staff and one person at large. The committee would be more actively involved in an ad hoc committee structure than permanent.

Rich Bahle said we have a limited pool of individuals in the community who would come forward, look at two members of the community to serve.

Tom Nixon said the committee has to be more engaged in thinking rather than a lot of physical activity. It should be strictly an advisory group. They should be helping us broaden our perspective for what is needed in our community and help us with decisions that will lead to a decision of the Board. I don't see a need for a permanent entity to handle our parks.

Sandy VanHuystee said there has been too much controversy, too much anguish. I think it is time to move on, try something different.

Dorothy Petroskey said the bylaws were presented to the Parks & Rec Committee to help it do the job it was asked to do.

Rich Bahle/moved, Dorothy Petroskey/supported, to table this issue until the February meeting. Voice vote in favor of the motion: Yes: Bahle, Nixon, Petroskey. No: VanHuystee. Passed.

Leland School Tax Collection Resolution

Dorothy Petroskey/moved, Sandy VanHuystee/supported to adopt a Resolution accepting the agreement with Leland School for summer tax collection.

Roll call vote: Yes: Bahle, Nixon, Petroskey, VanHuystee. No: None.

Absent: Slocombe. Passed.

ZBA Alternate

Rich Bahle said a Zoning Board of Appeals Meeting is scheduled for January 26th. Potentially two members have conflicts. Bill Perkins has agreed to serve as an alternate for the Zoning Board of Appeals.

Rich Bahle/moved, Tom Nixon/supported, to appoint Bill Perkins to the Suttons Bay Township Zoning Board of Appeals as the second alternate for three years, (January 31, 2022 thru January 31, 2025), passed.

Board of Review Training, authorized class fees of \$500

Rich Bahle/moved, Tom Nixon/supported, to authorize Rich Bahle to spend up to \$500.00 to train four (4) members of the Board of Review as mandated by State law, passed.

Review of Village Agreement for water use at skating rink

Rich Bahle/moved, Sandy VanHuystee/supported, to authorize Rich Bahle, Supervisor, to sign the new Village Agreement for water use at the skating rink for three (3) years thru January 12, 2025, passed.

PUBLIC COMMENT/BOARD MEMBER COMMENTS

Bill Perkins - Jesse Fox purchased the snowmobile for the ice rink. Ice rink property

perfect place for basketball courts.

Gary Hoensheid - want to go on record, don't know if the Board is going to vote on the Rec Committee before Debbie gets back. When Tom Nixon says we, Tom Nixon is the one who created the bylaws for the committee. No comment was solicited by Tom to the Rec Committee. A lot of things could have been avoided. Thanks Tom Nixon.

Bill Drozdalski - Graham Greene Park. Stated that the park was Graham park, records show.

Board member comments -

Tom Nixon - nice to have people like Andy Rink in the community. He donated \$500.00 for the permits for the township office renovation.

ADJOURNMENT

Rich Bahle adjourned the meeting at 6:25 p.m.

Minutes by Marge Johnson, Recording Secretary
Sandy VanHuystee, Clerk

Suttons Bay Township
Unpaid Bills Detail
 As of February 9, 2022

| Type | Date | Num | Due Date | Aging | Open Balance |
|--------------------------------------|------------|-----|------------|-------|--------------|
| Camelot Construction | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 1,909.75 |
| Total Camelot Construction | | | | | 1,909.75 |
| Christy Brow | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 444.67 |
| Total Christy Brow | | | | | 444.67 |
| Debbie Slocombe | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 127.45 |
| Total Debbie Slocombe | | | | | 127.45 |
| Dorothy Petroskey | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 1,694.84 |
| Bill | 02/09/2022 | | 02/19/2022 | | 385.74 |
| Total Dorothy Petroskey | | | | | 2,080.58 |
| DTE Energy | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 136.27 |
| Total DTE Energy | | | | | 136.27 |
| Federal Tax Deposit | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 1,914.14 |
| Total Federal Tax Deposit | | | | | 1,914.14 |
| Integrity Business Solutions | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 106.38 |
| Total Integrity Business Solutions | | | | | 106.38 |
| Jesse Fox | | | | | |
| Bill Pmt -Check | 01/19/2022 | | | | -2,000.00 |
| Total Jesse Fox | | | | | -2,000.00 |
| Jill Williamson | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 50.00 |
| Total Jill Williamson | | | | | 50.00 |
| Leelanau Enterprise | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 723.90 |
| Total Leelanau Enterprise | | | | | 723.90 |
| Marge Johnson | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 295.52 |
| Total Marge Johnson | | | | | 295.52 |
| Michigan Assessing Service | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 3,748.16 |
| Total Michigan Assessing Service | | | | | 3,748.16 |
| Michigan Township Association | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 74.00 |
| Total Michigan Township Association | | | | | 74.00 |
| Moses Window Cleaning | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 25.00 |
| Total Moses Window Cleaning | | | | | 25.00 |

Suttons Bay Township
Unpaid Bills Detail
 As of February 9, 2022

| Type | Date | Num | Due Date | Aging | Open Balance |
|--------------------------------------|------------|-----|------------|-------|------------------|
| Mr. Hoxies Garage Ilc | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 190.00 |
| Total Mr. Hoxies Garage Ilc | | | | | 190.00 |
| Netlink | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 1,963.00 |
| Total Netlink | | | | | 1,963.00 |
| Northern Building Supply, LLC | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 289.16 |
| Total Northern Building Supply, LLC | | | | | 289.16 |
| Pitney Bowes | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 67.99 |
| Total Pitney Bowes | | | | | 67.99 |
| Richard Bahle | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 1,181.11 |
| Total Richard Bahle | | | | | 1,181.11 |
| Sandra Van Huystee | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 2,083.10 |
| Total Sandra Van Huystee | | | | | 2,083.10 |
| Spectrum Business | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 262.14 |
| Total Spectrum Business | | | | | 262.14 |
| Steven Patmore | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 2,857.26 |
| Total Steven Patmore | | | | | 2,857.26 |
| Tom Nixon | | | | | |
| Bill | 02/02/2022 | | 02/12/2022 | | 127.45 |
| Total Tom Nixon | | | | | 127.45 |
| Village of Suttons Bay | | | | | |
| Bill | 02/09/2022 | | 02/19/2022 | | 429.85 |
| Total Village of Suttons Bay | | | | | 429.85 |
| TOTAL | | | | | 19,086.88 |

SUTTONS BAY TOWNSHIP

RESOLUTION # 1 of 2022

ADOPTED AT MEETING OF FEBRUARY 9, 2022

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2022 the salary of the following Board Member shall be:

SUPERVISOR: \$18,035.00 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

RESOLUTION # 2 of 2022

ADOPTED AT MEETING OF FEBRUARY 9, 2022

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2022 the salary of the following Board Member shall be:

CLERK: \$28,387.00 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

RESOLUTION # 3 of 2022

ADOPTED AT MEETING OF FEBRUARY 9, 2022

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2022 the salary of the following Board Member shall be:

TREASURER: \$29,140.00 FOR WINTER AND SUMMER TAX COLLECTIONS
PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

RESOLUTION # 4 of 2022

ADOPTED AT MEETING OF FEBRUARY 9, 2022

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2022 the salary of the following Board Member shall be:

TRUSTEE: \$1,551.90 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

RESOLUTION # 5 of 2022

ADOPTED AT MEETING OF FEBRUARY 9, 2022

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2022 the salary of the following Board Member shall be:

TRUSTEE: \$1,551.90 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk



CONTRACT FOR SERVICES

From: Kevin S. Krogulecki, P.L.A.

Prepared For

Suttons Bay Township
321 N. St. Joseph St. #C
Suttons Bay, MI 49682

Project Name and Location

Graham Greene Park Improvement Concepts
1060 S. Herman Rd.
Suttons Bay, MI 49682

Gosling Czubak Engineering Sciences, Inc. (GCES) and Suttons Bay Township (CLIENT) agree that GCES will perform the professional services described in the Proposed Scope of Work, subject to GCES's Terms and Conditions, attached.

Proposed Scope of Work

Gosling Czubak will provide the professional services described below for Graham Greene Park:

1.0 - Topographic Survey

- Perform Topographic Survey of the park
- Collect existing site surface elements including roadway, trees, culvert, top and bottom of bank, beach, current water level, stairs, etc.
- Collect existing site topography and grades
- Collect existing property markers and corners if found, display north property parcel line

2.0 – Conceptual Layouts and Cost Estimating

- Develop two conceptual layouts (B&W line drawings) utilizing collected topographic information
- Include proposed elements identified on the list of desired improvements. Proposed elements include ADA ramp and stair access to beach, picnic tables, small pavilion, improved parking w/ADA spots, benches, tree management, signage, etc.
- Develop cost estimates for proposed improvements
- Present concepts to allow for design refinement
- Final plan layout (B&W line drawing) with refined cost estimate

Proposed Schedule

- ☐ The estimated starting date is xxxx. The estimated completion date is xxxx.
- ☒ Work will start 2 weeks after receiving a signed contract, and be completed within 8 weeks, weather permitting.

Table of Fees

| Task | Description | Estimated Fees |
|------|--|----------------|
| 1.0 | Topographic Survey | \$2,500 |
| 2.0 | Conceptual Layouts and Cost Estimating | \$4,000 |

The total fee to provide these service shall not exceed \$ 6,500

☐ Will be based on a time and materials basis in accordance with GCES's normal rates and charges.

☐ An initial deposit to be applied to the final invoice is required in the amount of \$ 0

Approval

Suttons Bay Township

By: _____

Signature: _____

Title: _____

Date: _____

Gosling Czubak Engineering Sciences, Inc.

Mark J. Hurley, M.S., P.E.

Principal-in-Charge



Terms and Conditions

Description of Services: GCES agrees to perform those professional services described in the attached Contract for Services which is incorporated herein by reference as if the same had been fully set forth.

Payment for Services: The estimated total fee for the services set forth in the Contract for Services. The Client understands and agrees that the aforementioned amount is an estimate for the scope of work described in the Contract. Additional fees may be billed if the scope of the work is changed. A statement for work done in a month will be billed in the following month, and that payment is to be made by the Client within 30 days of the invoice.

Estimated Date of Completion: GCES will complete the performance of the services as indicated with the dates provided in the Contract for Services absent an act, condition, or event beyond the control of the parties.

Ownership of Documents: All original documents, drawings, computer files and survey notes represent the product of training, experience and professional skill. All such items are, and will remain, the property of GCES, regardless if the project is completed. Upon full payment of all amounts due hereunder, GCES will furnish copies of suitable, original drawings and other final work products in the form required by applicable law to the Client. Such documents furnished to the Client are not intended or represented to be suitable for reuse by the Client or others on extensions of the project or any other project. Any unauthorized reuse of documents will be at the Client's sole risk and without liability or exposure to GCES.

Scope of Services Rendered: Client assumes full responsibility for determining the suitability of the described services to meet its needs. If indicated on the attached Contract for Services, such services may include preparation and attendance at public hearings or informational meetings, when so requested by the Client; but this Agreement does not include services that would pertain to the preparation or appearance on behalf of the Client in litigation.

Assignment of Contract: GCES will be solely responsible for all services performed under this Agreement and will supervise and direct the work in accordance with in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and in the same locality. Neither the Client nor GCES may assign, sublet, or transfer their interest in this Agreement, without the prior written consent of the other.

Lien for Services/Attorney's Fees: GCES reserves the right to file any statutorily authorized lien against the property which is the subject of this contractual Agreement in the event payment is not received for services rendered. If GCES is required to file suit to secure payment, GCES shall be entitled to receive its actual attorney's fees and costs incurred in such litigation.

Termination of Services: This contract may be terminated by the Client or GCES should the other fail to perform its obligations under this contract. In the event of termination, the Client shall pay GCES for all services and expenses rendered to the date of the termination.

Limitation of Liability: The Client agrees to limit the liability of GCES on this project for claims, losses or damages and claims expenses to a sum not to exceed \$25,000 or GCES's total fee for services on this project, whichever is greater.

Consequential Damages: Neither the Client nor GCES shall be liable to the other, shall make any claim for any incidental, indirect, or consequential damages arising out of this Agreement. This mutual waiver of consequential damages shall include any consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and GCES shall require similar waivers of consequential damages in all contracts and subcontracts with others involved in this project.

Dispute Resolution: Any claims or disputes between the Client and GCES shall be submitted to non-binding mediation. The Client and GCES agree to include a similar mediation agreement with all contracts, subcontractors, suppliers and fabricators that provides for mediation as the primary method for dispute resolution between all parties.

Entire Agreement: This Agreement constitutes the entire Agreement of the parties and no alteration or amendment shall be effective until such time as it is reduced to writing and signed by both parties.

Permits: GCES will assist the Client with preparation and submittal of permit applications to the approving agencies listed in the description of services. GCES's contract fee estimate for permitting assistance is based on its experience working with the listed agencies. The Client and GCES acknowledge that permitting requirements are subject to the opinions of the permit review official(s) and may result in unforeseen conditions imposed by the permitting official. Any permitting assistance, design changes or inspections made necessary by newly enacted laws, codes, regulations, or interpretations of codes made by permitting and code officials that are not described in the contract services or were unforeseen by GCES at the time that this contract was signed, can be provided by GCES for additional fees. The amount of additional fees required by unexpected permitting or inspection requirements will be presented to the Client for the Client's approval before the additional work is undertaken.

REVENUE & EXPENDITURES

SUTTONS BAY TOWNSHIP

Page 1

2/9/2022

| | | | | |
|--------------------------------|---------------------------|----------------------|-----------------------|---------------------|
| 2/9/2022 | ENDING FUNDS 3/31/2021 | ADOPTED 2021/2022 | REVENUE 12/31/2021 | PROPOSED BALANCE |
| Total General Funds Revenue | 579,940.17 | 472,287.00 | 364,938.69 | 504,735.00 |
| Total Restricted funds | 35,940.32 | 9,800.00 | 40,443.26 | 20,700.00 |
| TOTAL REVENUES | 543,999.85 | 462,487.00 | 324,495.43 | 484,035.00 |
| Total Expenses | 447,492.27 | 470,685.00 | 310,638.72 | 518,211.00 |
| UNSPENT BALANCE | 132,447.90 | 1,602.00 | 13,857.21 | -34,176.00 |

SUTTONS BAY TOWNSHIP

BUDGET

Page 2 Revenues

2/9/2022

| | REVENUES <u>3/31/2021</u> | ADOPTED BUDGET <u>2021/2022</u> | REVENUE 12/31/2021 | PROPOSED REVENUES 2022/2023 |
|----------------------------------|------------------------------|---------------------------------------|-------------------------|-----------------------------------|
| <u>PROPOSED REVENUES</u> | | | | |
| Property Taxes | 145,466.09 | 143,000.00 | 22,574.06 | 156,000.00 |
| Short Term rental Fees | 5,400.00 | 4,000.00 | 4,600.00 | 5,000.00 |
| Parks Rental Fee | 950.00 | 1,000.00 | 1,550.00 | 2,000.00 |
| State Shared Revenue | 208,018.00 | 212,787.00 | 200,188.00 | 217,535.00 |
| *Metro Funds | 8,584.82 | 8,600.00 | 9,193.26 | 9,200.00 |
| Summer Tax Collection Fee | 5,700.00 | 5,700.00 | 5,414.00 | 5,700.00 |
| Property Tax Adm Fee | 75,527.88 | 69,500.00 | 64,027.94 | 70,000.00 |
| Bingham Zoning Contract | 17,920.00 | 20,000.00 | 16,646.00 | 21,000.00 |
| *Cemetery Lot Sales | 1,800.00 | 1,000.00 | 600.00 | 1,000.00 |
| Interest Income | 280.52 | 500.00 | 133.19 | 300.00 |
| Refunds & Reimbursements | 6,965.44 | 3,000.00 | 6,162.24 | 3,000.00 |
| Zoning Permits | 2,780.00 | 3,000.00 | 3,200.00 | 3,500.00 |
| *Pickleball Courts | 0.00 | 100.00 | 10,000.00 | 10,000.00 |
| *Tennis Courts | 0.00 | 100.00 | 400.00 | 500.00 |
| *Soccer Fields | 25,555.50 | 0.00 | 20,250.00 | 0.00 |
| Gleaners Pension Distri. | <u>74,991.92</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL | 579,940.17 | 472,287.00 | 364,938.69 | 504,735.00 |
| *LESS TO RESTRICTED FUNDS | <u>35,940.32</u> | <u>9,800.00</u> | <u>40,443.26</u> | <u>20,700.00</u> |
| GENERAL FUND REVENUE | 543,999.85 | 462,487.00 | 324,495.43 | 484,035.00 |

SUTTONS BAY TOWNSHIP

Page 3 expenditures

2/9/2022

| | EXPENSES ENDING <u>3/31/2021</u> | ADOPTED BUDGET <u>2021/2022</u> | EXPENSES <u>Jan-22</u> | PROPOSED BUDGET <u>2022/2023</u> |
|---|---|--|-----------------------------------|---|
| <u>TOWNSHIP BOARD EXPENDITURES</u> | | | | |
| Secretary | 960.00 | 1,100.00 | 1,070.00 | 1,300.00 |
| Salaries & Wages - Twp. Board | 3,583.92 | 3,500.00 | 2,746.60 | 5,000.00 |
| Clerical-office staff | 1,720.89 | 3,000.00 | 1,300.00 | 3,000.00 |
| FICA contribution | 3.94 | 100.00 | 0.00 | 0.00 |
| Pension | 425.48 | 500.00 | 4,094.00 | 5,000.00 |
| Office supplies | 1,479.52 | 3,000.00 | 1,419.15 | 3,000.00 |
| Profession Fees-Acct & Legal | 3,204.09 | 10,000.00 | 6,005.00 | 10,000.00 |
| Publishing-Board | 657.80 | 1,500.00 | 795.41 | 1,500.00 |
| Meetings & Fees | 395.00 | 500.00 | 0.00 | 500.00 |
| Association Dues | 4,388.84 | 4,450.00 | 4,564.39 | 5,000.00 |
| Misc/Bank Charges | 1,180.53 | 1,200.00 | 1,307.67 | 1,500.00 |
| Equipment lease & maint. | 3,657.36 | 4,500.00 | 1,855.59 | 4,500.00 |
| Capital Outlay | <u>0.00</u> | <u>2,000.00</u> | <u>5,997.85</u> | <u>5,000.00</u> |
| TOTAL | 21,657.37 | 35,350.00 | 31,155.66 | 45,300.00 |
| <u>SUPERVISOR</u> | | | | |
| Salary | 18,034.92 | 18,035.00 | 15,029.10 | 18,035.00 |
| FICA/contribution | 218.00 | 270.00 | 0.00 | 0.00 |
| Pension | <u>1,983.85</u> | <u>1,984.00</u> | <u>1,983.85</u> | <u>1,984.00</u> |
| TOTAL | 20,236.77 | 20,289.00 | 17,012.95 | 20,019.00 |
| <u>ELECTIONS</u> | | | | |
| Salary | 10,646.49 | 2,000.00 | 2,380.00 | 14,000.00 |
| Supplies | <u>5,377.71</u> | <u>1,500.00</u> | <u>255.10</u> | <u>6,000.00</u> |
| TOTAL | 16,024.20 | 3,500.00 | 2,635.10 | 20,000.00 |
| <u>ASSESSOR</u> | | | | |
| Salary | 50,076.57 | 53,000.00 | 42,305.86 | 55,000.00 |
| FICA contribution | 335.13 | 460.00 | 0.00 | 0.00 |
| Office supplies | 935.00 | 1,500.00 | 441.97 | 1,500.00 |
| BSA Support | <u>918.00</u> | <u>1,000.00</u> | <u>931.00</u> | <u>1,100.00</u> |
| TOTAL | 52,264.70 | 55,960.00 | 43,678.83 | 57,600.00 |

SUTTONS BAY TOWNSHIP

Page 4 expenditures
2/9/2022

EXPENSES

ENDING
3/31/2021

ADOPTED

BUDGET
2021/2022

EXPENSES
Jan-22

PROPOSED

BUDGET
2022/2023

CLERK

| | | | | |
|-------------------------|------------------|------------------|------------------|------------------|
| Deputy Clerk | 682.50 | 2,000.00 | 412.50 | 2,000.00 |
| Salaries & Wages -Clerk | 28,387.08 | 26,887.00 | 22,405.90 | 28,387.00 |
| Election Administrator | 3,250.00 | 1,000.00 | 0.00 | 1,000.00 |
| FICA contribution | 377.37 | 500.00 | 0.00 | 0.00 |
| Pension | <u>2,957.57</u> | <u>2,958.00</u> | <u>2,957.57</u> | <u>3,122.00</u> |
| TOTAL | 35,654.52 | 33,345.00 | 25,775.97 | 34,509.00 |

BOARD OF REVIEW

| | | | | |
|-----------------------|-----------------|-----------------|---------------|-----------------|
| Salary | 926.25 | 1,000.00 | 0.00 | 1,200.00 |
| FICA contribution | 0.00 | 100.00 | 0.00 | 0.00 |
| Office supplies | 113.70 | 100.00 | 25.00 | 100.00 |
| Printing & Publishing | <u>302.13</u> | <u>300.00</u> | <u>188.99</u> | <u>400.00</u> |
| TOTAL | 1,342.08 | 1,500.00 | 213.99 | 1,700.00 |

TREASURER

| | | | | |
|---------------------------------|-------------------|------------------|------------------|------------------|
| Salary | 22,690.08 | 22,690.00 | 18,908.40 | 23,890.00 |
| Deputy Treasurer | 3,492.68 | 3,000.00 | 345.00 | 2,000.00 |
| School Contract-wages | 5,250.00 | 5,250.00 | 5,250.00 | 5,250.00 |
| FICA contribution | 293.47 | 500.00 | 0.00 | 0.00 |
| Pension | 3,073.38 | 3,074.00 | 3,073.40 | 3,205.00 |
| Pension distribution | 74,991.92 | 0.00 | 0.00 | 0.00 |
| Office supplies | 2,128.95 | 3,000.00 | 2,110.11 | 3,000.00 |
| Office supplies-school contract | 1,933.48 | 2,100.00 | 2,965.37 | 2,500.00 |
| BSA support | 802.00 | 850.00 | 813.00 | 850.00 |
| Tax Tribunal Adjustments | <u>1,031.41</u> | <u>1,000.00</u> | <u>945.92</u> | <u>1,000.00</u> |
| TOTAL | 115,687.37 | 41,464.00 | 34,411.20 | 41,695.00 |

Allocated from Township Board

TOTAL

PLANNING & ZONING

| | | | | |
|------------------------------|------------------|------------------|------------------|------------------|
| Planning Contract | 8,870.00 | 15,000.00 | 7,126.00 | 12,000.00 |
| Salary-Secretary | 1,200.00 | 1,000.00 | 800.00 | 1,000.00 |
| Salaries & Wages-P/Commissin | 5,840.82 | 5,000.00 | 2,750.00 | 5,000.00 |
| Salary-Zoning Administrator | 40,322.12 | 42,700.00 | 35,640.30 | 43,968.00 |
| Clerk-office staff | 3,360.00 | 3,500.00 | 1,930.00 | 3,000.00 |
| FICA contribution | 2,842.54 | 4,000.00 | 0.00 | 0.00 |
| Office supplies | 275.00 | 500.00 | 13.20 | 3,000.00 |
| Legal-Zoning | 2,290.00 | 10,000.00 | 1,264.00 | 10,000.00 |
| Publishing | 551.10 | 1,500.00 | 222.80 | 1,500.00 |
| Meeting & Classes | <u>100.00</u> | <u>1,500.00</u> | <u>335.00</u> | <u>1,500.00</u> |
| TOTAL | 65,651.58 | 84,700.00 | 50,081.30 | 80,968.00 |

| SUTTONS BAY TOWNSHIP | EXPENSES | ADOPTED | | PROPOSED |
|-------------------------------------|------------------|------------------|------------------|------------------|
| Page 5 expenditures | ENDING | BUDGET | EXPENSES | BUDGET |
| 2/9/2022 | <u>3/31/2021</u> | <u>2021/2022</u> | <u>1/30/222</u> | <u>2022/2023</u> |
| <u>PARKS</u> | | | | |
| Management | 5,000.00 | 5,000.00 | 3,750.01 | 5,000.00 |
| Parks maintenance assistant | 2,500.00 | 4,000.00 | 0.00 | 4,000.00 |
| Salary-Rec Committee | 2,120.00 | 1,500.00 | 2,060.00 | 1,500.00 |
| Fica/medicare | <u>38.46</u> | <u>400.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL | 9,658.46 | 10,900.00 | 5,810.01 | 10,500.00 |
| <u>HERMAN PARK</u> | | | | |
| Maint. (Whiteford & Herman Bros.) | 14,518.00 | 16,500.00 | 16,479.74 | 22,000.00 |
| Operations: trash/port-a-jons | 5,281.55 | 5,000.00 | 4,138.31 | 5,500.00 |
| Electric for Herman Park | 388.53 | 600.00 | 635.57 | 800.00 |
| Water Testing | 233.12 | 500.00 | 364.67 | 500.00 |
| Grant Match for development | 0.00 | 10,000.00 | 0.00 | 0.00 |
| Pickleball Court | 10,000.00 | 0.00 | 0.00 | 0.00 |
| Tennis Court Maintenance | 3,352.98 | 18,000.00 | 18,199.00 | 0.00 |
| Pavilion Maintenance | 160.00 | 9,300.00 | 0.00 | 5,000.00 |
| ADA compliant Bottle fill | 0.00 | 2,500.00 | 1,465.00 | 0.00 |
| Restripe parking lot | 0.00 | 800.00 | 0.00 | 1,600.00 |
| Repair damaged paved trail | 0.00 | 1,500.00 | 0.00 | 1,500.00 |
| Pruning-pond & trail | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| Professional Services | 6,420.00 | 11,000.00 | 8,619.57 | 1,500.00 |
| Soccer Field engineering | 807.50 | 0.00 | 150.00 | 0.00 |
| Misc.gnrl A-F on report of 2/16/20 | 1,843.83 | 0.00 | 0.00 | 0.00 |
| Electrical work-shed, fountain, etc | 7,568.63 | 0.00 | 0.00 | 0.00 |
| Restroom-restricted | 0.00 | 1,500.00 | 0.00 | 0.00 |
| Playground-restricted | 0.00 | 1,500.00 | 0.00 | 2,000.00 |
| Replace garden pea gravel-concrete | 0.00 | 0.00 | 0.00 | 12,400.00 |
| Relocate/respace pine trees | 0.00 | 0.00 | 0.00 | 1,600.00 |
| Decommission 2 well heads | 0.00 | 0.00 | 0.00 | 920.00 |
| Pump Track installation | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL | 50,574.14 | 81,700.00 | 50,051.86 | 58,320.00 |
| <u>ICE RINK</u> | | | | |
| Maintenance/salary | 3,331.71 | 2,000.00 | 6,870.00 | 3,000.00 |
| Skating rink electric | 378.45 | 500.00 | 297.85 | 600.00 |
| Skating rink operations/rental | 1,047.44 | 1,200.00 | 2,410.58 | 1,200.00 |
| Levl per survey, seed & fertilize | 0.00 | 1,500.00 | 0.00 | 8,000.00 |
| Signage & Post | 0.00 | 1,400.00 | 1,300.95 | 0.00 |
| Moveable trailer | 0.00 | 0.00 | 0.00 | 6,000.00 |
| Professional Services | 0.00 | 0.00 | 0.00 | 3,400.00 |
| Bumper caps | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>900.00</u> |
| TOTAL | 4,757.60 | 6,600.00 | 10,879.38 | 23,100.00 |

Suttons Bay Township
Page 6 expenditures
2/9/2022

| | EXPENSES | ADOPTED | | PROPOSED |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | ENDING | BUDGET | EXPENSES | BUDGET |
| | <u>3/31/2021</u> | <u>2021/2022</u> | <u>1/22/2022</u> | <u>2022/2023</u> |
| <u>GRAHAM-GREENE</u> | | | | |
| Maintenance | 1,392.00 | 2,000.00 | 1,127.48 | 2,000.00 |
| Operations: trash/port-a-jons | 585.81 | 1,000.00 | 1,005.15 | 1,500.00 |
| Stump removal | 1,500.00 | 0.00 | 0.00 | 0.00 |
| Signage & post | 0.00 | 1,600.00 | 1,223.44 | 0.00 |
| Professional services | 0.00 | 0.00 | 0.00 | 6,500.00 |
| Add posts around culvert | 0.00 | 0.00 | 0.00 | 500.00 |
| Purchase 3 metal picnic tables | 0.00 | 0.00 | 0.00 | 3,300.00 |
| Clear trees for visibility of beach | 0.00 | 0.00 | 0.00 | 1,200.00 |
| Remove dead trees/exposed rocks | 0.00 | 0.00 | 0.00 | 1,500.00 |
| Purchase 3 metal benches | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>2,400.00</u> |
| TOTAL | 3,477.81 | 4,600.00 | 3,356.07 | 18,900.00 |
| <u>STEIMEL PARK</u> | | | | |
| Maintenance | 1,390.00 | 2,500.00 | 1,610.00 | 2,500.00 |
| Operations: trash/port-a-jons | 589.11 | 1,000.00 | 933.95 | 1,200.00 |
| Stump Removal | 315.00 | 0.00 | 0.00 | 0.00 |
| Signage & post | 0.00 | 1,600.00 | 1,223.44 | 0.00 |
| Remove tress and clean beach area | 0.00 | 0.00 | 0.00 | 3,000.00 |
| Remove damaged and dying trees | 0.00 | 0.00 | 0.00 | 800.00 |
| Relocate metal bench | 0.00 | 0.00 | 0.00 | 100.00 |
| Application for poisonivy | 0.00 | 0.00 | 0.00 | 400.00 |
| Prune brush seating area-chips | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>900.00</u> |
| TOTAL | 2,294.11 | 5,100.00 | 3,767.39 | 8,900.00 |
| <u>45th Parallel Park</u> | | | | |
| Signage | 0.00 | 1600.00 | 1195.93 | 0.00 |
| Purchase and install signage | 0.00 | 0.00 | 0.00 | 800.00 |
| MDOT-wood chip path M22-45th | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>3,000.00</u> |
| TOTAL | 0.00 | 1600.00 | 1,195.93 | 3,800.00 |
| <u>CEMETERY</u> | | | | |
| Salary/Sexton | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 |
| FICA contribution | 0.00 | 77.00 | 0.00 | 0.00 |
| Maintenance | 6,601.60 | 6,500.00 | 6,040.44 | 7,000.00 |
| Improvements | <u>0.00</u> | <u>2,000.00</u> | <u>0.00</u> | <u>3,000.00</u> |
| TOTAL | 7,601.60 | 9,577.00 | 6,040.44 | 11,000.00 |

Suttons Bay Township
Page 7 expenditures
2/9/2022

| | EXPENSES ENDING <u>3/31/2021</u> | ADOPTED BUDGET <u>2021/2022</u> | EXPENSES <u>1/22/2022</u> | PROPOSED BUDGET <u>2022/2023</u> |
|------------------------------------|--|---------------------------------------|------------------------------|--|
| <u>PUBLIC SAFETY</u> | | | | |
| Road Maint. S. S. Drive Balance | 13,861.00 | 0.00 | 0.00 | 0.00 |
| Road Improvements | <u>0.00</u> | <u>20,000.00</u> | <u>0.00</u> | <u>10,000.00</u> |
| TOTAL | 13,861.00 | 20,000.00 | 0.00 | 10,000.00 |
| <u>OTHER FUNCTIONS</u> | | | | |
| Insurance | 8,525.75 | 9,000.00 | 7,988.75 | 9,000.00 |
| Payroll Expenses | 3,238.91 | 7,000.00 | 4,677.73 | 7,000.00 |
| Pension Program Expenses | 240.00 | 0.00 | 200.00 | 200.00 |
| Spring Cleanup | 3,750.00 | 4,000.00 | 3,647.11 | 4,500.00 |
| Short Term Rentals | <u>2,659.65</u> | <u>3,000.00</u> | <u>0.00</u> | <u>3,000.00</u> |
| TOTAL | 18,414.31 | 23,000.00 | 16,513.59 | 23,700.00 |
| <u>TOWNSHIP OFFICE</u> | | | | |
| Phone | 3,177.28 | 3,300.00 | 2,666.79 | 3,500.00 |
| Electric | 1,100.54 | 1,500.00 | 1,162.66 | 1,500.00 |
| Heat | 1,045.44 | 1,300.00 | 666.28 | 1,500.00 |
| Water/Sewer | 792.76 | 1,200.00 | 647.89 | 1,500.00 |
| Maintenance | 1,850.11 | 3,200.00 | 2,062.39 | 3,200.00 |
| Condo Fees | 368.52 | 2,000.00 | 853.04 | 2,000.00 |
| Roof replacement | 0.00 | 9,000.00 | 0.00 | 25,000.00 |
| Long Term Building Fund | <u>0.00</u> | <u>10,000.00</u> | <u>0.00</u> | <u>10,000.00</u> |
| TOTAL | 8,334.65 | 31,500.00 | 8,059.05 | 48,200.00 |
| TOTAL GENERAL FUND EXPENSES | 447,492.27 | 470,685.00 | 310,638.72 | 518,211.00 |

BALANCES IN RESTRICTED FUNDS

| <u>ACCOUNTS</u> | <u>BALANCE</u> |
|-------------------------|-------------------|
| PARKS | 11,420.41 |
| CEMETERY | 13,600.10 |
| METRO | 18,006.33 |
| TECHNOLOGY | 1,722.61 |
| PICKLE BALL | 10,038.00 |
| SOCCER FIELDS | -8,236.50 |
| ARP FUNDS | 124,398.50 |
| TOTAL RESTRICTED | 170,949.45 |

BUDGET

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2/9/2022

AMERICAN RESCUE PLAN FUNDS

| | | |
|------------|---------------------|------------------|
| 12/31/2021 | BALANCE | \$124,398.50 |
| | LESS: PARKING LOT | 75,000.00 |
| | OFFICE IMPROVEMENTS | 20,000.00 |
| | CARPET | <u>15,000.00</u> |
| | TOTAL | 110,000.00 |
| | BALANCE UNSPENT | 14,398.50 |